



## **GIS ICT Policy**

Last updated May 2019

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# GIS ICT Policy

## 1. Mission Statement

GIS's mission is to provide authentic international education to foster an enthusiasm to explore and the security to pursue individual goals. As a growth-oriented school, we aim to cultivate highly skilled and responsible global citizens rooted in our local community.

## 2. Information Communication Technology (ICT) Philosophy

At GIS, we believe ICT is an essential component of learning environments of the 21<sup>st</sup> century, benefiting communication across the entire school community, including with parents. For students, ICT supports lifelong learning at all levels, because *students need to develop technology literacy in order to thrive in an increasingly digital world*<sup>1</sup>.

## 3. ICT within the curriculum

ICT resources at GIS<sup>2</sup> are integrated throughout the school's curriculum. Whole-school examples include

- identifying basic technologies students will use throughout their course,
- helping students understand how to use ICT safely and responsibly<sup>3</sup>,
- introducing students to (monitor and keyboard functions),
- developing students' skills in research, data visualization, Microsoft office (Word, Publisher, PowerPoint, Excel) and typing,
- accessing on-line texts, readers, educational apps, and Managebac
- personalizing student learning pathways (including for SEN students)
- cultivating collaboration through shared platforms,
- coaching students through "teachable moments" for "just-in-time" learning that use technology

### (a) ICT in PYP

Technology in the PYP immerses all students from Grades 1- 6 in regular opportunities to learn technology, learn about technology and learn through technology. As an integrated part of units of inquiry, students explore tools and applications such as Reading Eggs, Mathletics, Google Slides, junior encyclopedias and websites/apps selected by teachers for specific lessons.

Macbooks and iPads are used regularly in Norwegian and English classes. Students learn guided keyboarding and research skills, as well as explore different ways to communicate and publish their learning using applications such as MS Word documents, Power Point, iMovie. Using search engines, cyber safety and proper use of online material (academic honesty) are an integrated part of the ICT curriculum.

Starting August 2019, all PYP classes will use SeeSaw as a home-school sharing platform. They will be able to integrate print, image, sound, video and email to communicate content and reflect on their own ideas. In addition the use of SeeSaw will allow every student to receive personal feedback from teachers and peers on an on-going basis.

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<sup>1</sup> MYP From Principles to Practice p 135.

<sup>2</sup> See Attachment 1

<sup>3</sup> For management of students' mobile phones, and cyberbullying, please refer to the GIS Behaviour Policy

(b) ICT in MYP

Digital Design represents the MYP Design subject group at GIS, timetabled for 90 minutes each week in Grade 7 and 8, and 135 minutes each week as an elective subject in Grades 9 and 10 (if supported by student numbers). Digital Design provides a framework through which students apply the design cycle<sup>4</sup> critically and creatively using multiple systems of software.

Interdisciplinary units (IDUs) are required in each year of the MYP. Programming (coding, robotics) provides a natural opportunity to introduce Science, Technology, Engineering and Mathematics (STEM) projects at GIS, and therefore, their potential inclusion in the formal and informal curriculum will be explored.

4. Acceptable Use Agreement

ICT resources (equipment and software) for use by students offer vast opportunities for sharing and accessing information. It is the student's responsibility to use these resources in a manner that is efficient, ethical and legal.

For each year of their attendance at GIS, all students and their parents are required to review and sign the Acceptable Use Agreement<sup>5</sup>. This procedure aims to ensure that all students and their parents/carers/guardians are aware of the acceptable use of technologies and the areas which need to be handled with caution to avoid putting themselves or the student's friends at risk.

5. Sustainable use of ICT resources

Appendix 1 provides a continuously-updated audit of hardware that facilitates decisions on repair, replacement and development. The school annual budgetary cycle provides the opportunity to identify maintenance, replacement and development needs for ICT infrastructure, network services, technical support, equipment and software.

Technical support routines and procedures are continuously reviewed and developed to ensure the sustainability of the network infrastructure, hardware and software. At GIS, off-site technical support is provided by Procano in Gjøvik.

Before being disposed of, all ICT equipment is removed from the schools register of assets. For data safety and security, hard drives are either destroyed or reformatted. Equipment is recycled of through a local facility,

6. References to Other Documents

This Assessment Policy should be read in conjunction with:

- a. Behaviour Policy
- b. Assessment Policy
- c. Homework Policy
- d. Academic Honesty Policy

7. Policy Review

The GIS Assessment Policy will be reviewed annually in June with input from all faculty.

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<sup>4</sup> The design cycle in Technology comprises *Inquiring and analysing, Developing ideas, Creating solutions and Evaluating.*

<sup>5</sup> Attachments 2(a), (b).

8. Implementation and Evaluation

Implemented and evaluated by all GIS teachers and staff.

9. References:

American School of Dubai 2017-2018 High School Handbook [https://issuu.com/asdubai/docs/2017-2018\\_hs\\_handbook\\_1b6640fbf01c63](https://issuu.com/asdubai/docs/2017-2018_hs_handbook_1b6640fbf01c63)

Information and Communication Technology (ICT) in Norwegian Education  
[https://iktsenteret.no/sites/iktsenteret.no/files/ikt\\_ministerbrosjyre\\_eng.pdf](https://iktsenteret.no/sites/iktsenteret.no/files/ikt_ministerbrosjyre_eng.pdf)

*MYP: From principles into practice*: For use from September 2014/January 20 (Updated September 2017). Teaching with technology.

St Catherine's. Whole School ICT Policy - Guidelines for the Use of Digital Technology Student and Parent ICT Agreement (September 2016).  
<https://fluencycdn.fluencycms.co.uk/FileCluster/StCatherines/MainFolder/Welcome/school-policies/ICT-Policy-Appendix-1---Student-and-Parent-ICT-Agreement-September-2016.pdf>

10. Attachments

Attachment 1: List of ICT hardware available at GIS (2018)

Attachment 2: GIS Acceptable Use Agreement (MYP)

## **Attachment 1**

### List of ICT hardware available at GIS (2019)

#### Classrooms:

Each classroom is fitted with projectors and speakers

#### Subject-specific

1 Digital microscope (20 – 40 × magnification) Science  
5 Celestron LCD Microscopes (up to 1600x) Science  
20 Graphic calculators (TInspire) Mathematics

#### Staff

Staff at GIS are issued with a networked PC or Apple laptop.

#### Student use (booking system)

- 20 PC's with a docking station
- 30 iPads with docking station
- 60 Macbooks with a docking station
  
- 20 child-friendly headphones

## Attachment 2(a)

### GIS Acceptable Use Agreement (MYP) for Parents and Students

**This Agreement will be reviewed annually and significant amendments/additions to either document will require this Agreement to be re-signed.**

#### **Part 1 – Privately owned Digital Technology (e.g., Laptops and Smartphones)**

- ICT devices brought into school must be insured. GIS accepts no responsibility for any damage or loss.
- Devices should non-enabled devices to access the internet via the School's wifi system which includes a filtering and monitoring system. If the device has standalone Internet capability (e.g. 4G/5G), GIS cannot take any responsibility for internet use.
- During the school day, mobile devices should be stored in a cupboard in the classroom. Devices can only be used to make or receive calls before or after school, or based on teacher's discretion.
- Privately owned devices may be used opportunistically to support learning with the teacher's permission. Appropriate examples include using stopwatch apps or to record information photographically, such as notes on the board or qualitative results of science experiments,

#### **Part 2 – School owned Digital Technology**

- The School's ICT devices are to be used **in school only**. School devices are a shared resource and should not be personalised in any way, for example by changing the screensaver.
- I-pads and laptops should be collected from and returned to docking stations with each use. Students should log on and off, but never shut down their laptop.
- Students should store their work in the appropriate folder set up by their teacher.
- Requests for uploading software or apps to school devices are to be made to the principal.
- Faults or damage to school owned devices must be reported to a member of staff as soon as possible.

#### **Part 3 – Cyber-safety considerations**

- Anything that makes the student uncomfortable, should be reported to the teacher, and the material preserved as evidence.

Examples include: inappropriate website content, and any communication that may suggest bullying, including inappropriate use of emails, social networking sites, and texting. Students are advised never to post or text any material which they would be unwilling to share with a parent or teacher.

Inappropriate use of technology (for example, gaming) is not permitted.

- Respect the work and ownership rights of people outside the school as well as other students or staff. This includes, abiding by copyright law.

Students may not examine, copy, alter, rename, or delete the files or programs of another student. System administrators may, as a requirement of system maintenance, delete files that are determined to be non-essential.

- Personal information such as passwords should be protected.

**Please complete and return this form to the home room teacher, for storage in the office student file.**

We accept the terms of the GIS Acceptable Use Agreement (MYP) for Parents and Students listed on the previous page.

**STUDENT NAME: (printed):** ..... **Grade:** .....

**(signature)** .....

**Date** .....

**PARENT/GUARDIAN SIGNATURE:** .....

**Date** .....